



Title: Development & Operations Coordinator

Location: Dallas, TX

Job Status: Full Time Non-Exempt

Reports to: Assistant Director of Development and the Chief of Staff, All Stars Project of Dallas

All Stars Project, Inc. Mission

We transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults.

Job Summary

This important position works with the All Stars Project of Dallas (ASPD) team and is responsible for assisting the work in fundraising, operations, office management, and production. The primary responsibilities are to assist with administration and project management and include a significant focus on recordkeeping and database management for the development team. This position has dual reporting responsibilities to the Assistant Director of Development and Chief of Staff.

Fundraising Job Responsibilities

- Coordinate database maintenance projects; MailChimp list cleanup, and linking Dallas account to Facebook; in Raiser's Edge, researching missing titles, phone numbers, and email addresses, and cleanup to the ASP of Dallas DSY/corporate partners lists.
- Manage and produce gift acknowledgment letters out of the Raiser's Edge; after sign off from the Assistant Director of Development or other fundraising staff, save, print, mail, and mark acknowledged.
- With the Assistant Director of Development, create and implement a 'gift anniversary' process to acknowledge supporters on their 1, 5, and 10-year first gift anniversary. Run this process each month and send anniversary cards to supporters.
- Assist in the production of donor related activities and events, including managing tickets, event registration within the Raiser's Edge, and post-event administrative activities including gift acknowledgments for events.
- As requested, update the Dallas Fundraising Overview tracker in SharePoint with new gifts, including tracking and mailing checks to New York, and coordinating with the Fundraising Operations & Campaign staff person.
- Maintain Dallas fundraising materials, managing virtual material and keeping printed material stocked, including envelopes and stamps.
- With the Assistant Director of Development, gather stats, photos, and other for e-newsletters and the e-annual report.

Operations Job Responsibilities

- Assist with administrative work in support of the All Stars Project of Dallas, including data inputting and tracking, budgeting and reporting, organizing mailings, calendaring, producing meetings and event materials and other administrative work as needed.
- Assist with maintenance of office space, including meeting with and scheduling vendors, researching new vendors, maintaining office equipment, and filling supply orders
- Provide backup administrative support which includes scheduling meetings, updating contact information, creating agendas, arranging travel itineraries and meeting coordination.
- Produce and proofread communications as directed by Chief of Staff
- Archive and organize print, online, and ASPD broadcast material.
- Respond to additional tasks as requested by the VP/City Leader, the Assistant Director of Development, and the Chief of Staff.



Qualifications

- Understanding of poverty-related issues and a commitment to creating educational and developmental opportunities for inner-city youth in outside of school contexts
- Strong verbal and written communication skills
- Strong leadership and interpersonal skills and the ability to interact and communicate professionally with individuals at all levels of the organization
- Ability to articulate clearly the All Stars mission and strategies to a broad range of people
- Proven capacity to apply independent judgment in planning, prioritizing, and organizing multiple tasks in a diversified workload
- Highly detail-oriented, organized, and motivated
- Demonstrated interest in inner-city youth development
- Discretion and sensitivity in handling and safeguarding confidential information
- Team player and flexibility in adjusting to new direction and new environments
- Willingness to work some evenings and weekends, as needed
- Valid driver's license
- Bachelor's degree or equivalent experience preferred

About All Stars Project

The All Stars Project is changing the national dialogue about how to meaningfully impact the lives of people growing up and living in poverty, and the role that “outside-of-school” plays in preparing inner-city youth for success in their lives. At All Stars, inner-city youth participate in hip-hop talent shows, leadership training in partnership with the business community, an internationally award-winning police-community relations program, and more. We have transformed our unique, community-based and grassroots programs, founded in NYC in 1981, into a growing movement reaching 20,000 inner-city youth and families each year in 6 cities, and raising \$10 million annually in private funding. We have become one of the country's leading Afterschool Development organizations, creating a new national model that uses performance as our approach to helping kids and their families grow on and off the stage, and bridge-building through volunteer and direct partnership initiatives between affluent supporters, their families, and the youth of All Stars.

How to Apply

Send resume and cover letter along with minimum salary requirements (Word or PDF format only) to jobs@allstars.org. Please tell us why you're interested in this role! Indicate “Development & Operations Coordinator, ASP of Dallas” in the subject line of your email for fastest consideration.

To learn more about All Stars Project, please visit our website at <https://allstars.org/>